

## Message Text

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ORIGIN INT-05

INFO OCT-01 EA-09 IO-13 ISO-00 /028 R

DRAFTED BY INT/DOA/MEALY:JM

APPROVED BY INT/DOA/RICE

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P 152049Z SEP 76

FM SECSTATE WASHDC

TO HICOMTERPACIS SAIPAN MARIANA ISLANDS

UNCLAS STATE 228588

E.O. 11652: N/A

TAGS: APERS,TQ

SUBJECT: PERSONNEL TRAINING

DOA NO. 486-TT

THIS IS IN REFERENCE TO THE RECENT TELEPHONE CONVERSATION BETWEEN EMMETT RICE AND JUAN SABLON CONCERNING THE PERSONNEL TRAINING TO BE PROVIDED FOR SACHIKO TAKEUCHI. AS DISCUSSED WITH MR. SABLON, THIS TRAINING IS NEEDED TO PROVIDE FEDERAL PERSONNEL EXPERTISE IN TTPI ONCE MR. DONALD DAVISON SECURES STATESIDE EMPLOYMENT. DUE TO THE UNCERTAINTY OF WHEN THAT WILL BE, IT IS FELT TO BE IMPERATIVE THAT THIS TRAINING BE STARTED IMMEDIATELY. TO THAT END, A RESERVATION FOR THE DEPARTMENT OF INTERIOR'S POSITION MANAGEMENT WORKSHOP HAS BEEN MADE IN MS. TAKEUCHI'S NAME FOR SEPTEMBER 21, 22, 23 AND 24, 1976, TO ARRIVE IN PORTLAND, OREGON, SEPTEMBER 21 PURSUANT TO THE ABOVE-MENTIONED CONVERSATION. RESERVATIONS AT THE COSMOPOLITAN HOTEL HAVE ALREADY BEEN MADE IN HER NAME FOR THE FOREGOING DATES. SHE WILL BE STAYING WITH MAUREEN FINN, A MEMBER OF THE WASHINGTON PERSONNEL STAFF. UPON COMPLETION OF THE COURSE, MS. TAKEUCHI WILL THEN PROCEED TO WASHINGTON FOR THREE WORKING DAYS TO BE BRIEFED BY THE DIVISION OF PERSONNEL SERVICES. WE LOOK AT THIS AS A POSITIVE STEP IN THE TRAINING PROCESS.

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AN ANALYSIS HAS BEEN MADE TO DETERMINE THE AREAS OF TRAINING THE MAJORITY OF THIS TRAINING CAN BE PROVIDED BY MR. DAVISON WHILE HE IS STILL IN THE TTPI. THE AREAS OF TRAINING NEEDED IMMEDIATELY ARE LISTED IN PRIORITY ORDER:

1. REDUCTION-IN-FORCE
2. POSITION MANAGEMENT/TRADITIONAL CLASSIFICATION/FES
3. EMPLOYEE RELATIONS (COUNSELLING, ADVERSE ACTION, ETC.)
4. VARIOUS APPEALS PROCEDURES (EEO, CLASSIFICATION, ETC.)

WHILE THIS TRAINING MAY BE DONE ON-SITE, IF, IN YOUR ESTIMATION, SOME STRUCTURED COURSES ARE NEEDED, THAT MAY BE OBTAINED ONLY IN THE CONTINENTAL U.S., TRAVEL AND TRAINING FUNDS SHOULD BE AUTHORIZED FOR SUCH A PURPOSE IN MY ESTIMATION.

IT WAS NOT READILY APPARENT THE DEGREE OF MS. TAKEUCHI'S EXPERTISE IN STAFFING (QUALIFICATION ANALYSIS) AND RETIREMENT. IF SHE IS NOT IN A POSITION TO MAKE QUALIFICATIONS DETERMINATIONS, NOR COMPUTE OR ANSWER QUESTIONS ON RETIREMENT ONCE MR. DAVISON LEAVES, IT IS IMPERATIVE THAT THIS TRAINING ALSO BE PROVIDED AS SOON AS POSSIBLE.

WE LOOK FORWARD TO YOUR IMPLEMENTATION OF THESE TRAINING REQUIREMENTS WHICH WERE ENDORSED BY MR. SABLON. IF WE CAN BE OF FURTHER ASSISTANCE IN THIS MATTER, PLEASE DO NOT HESITATE TO CALL ON US. DOTA  
ROBINSON

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**Current Classification:** UNCLASSIFIED  
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**TAGS:** APER, TQ  
**To:** HICOMTERPACIS SAIPAN  
**Type:** TE  
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